SOUTH FLORIDA WATER MANAGEMENT DISTRICT

Making the Change

KEY BENEFITS OF OUTLOOK XP

- Outlook 2002 can help you manage your time and information more effectively.
- The Address Book and Contact Manager keep contact information at your fingertips. You can automatically select needed e-mail addresses from the contact book to send e-mails.
- As you type a previously used e-mail address, Outlook automatically recognizes it and completes the name, eliminating the need to look it up or rely on your memory.
- You can create e-mail with the power of Microsoft Word.
- The improved Preview Pane lets you follow a hyperlink, respond to meeting requests, and display the properties of an e-mail address-all without opening the message.
- Now, a single reminder window provides a better way to manage your appointments and tasks. This integrated "to-do" list allows you to dismiss, snooze, or open one or all reminders at once.
- Coordinate busy schedules the easy way. In a single view, find free and busy times for each team member, and locate an available meeting area. Then, send e-mail or a meeting request to the entire group.
- Now, if you receive a meeting request and are unavailable, you can suggest a new meeting time in your response.
- Apply a color to individual or recurring appointments. That way, you can identify important items at a glance.
- Delegate schedules to administrative assistants to keep you up to date.

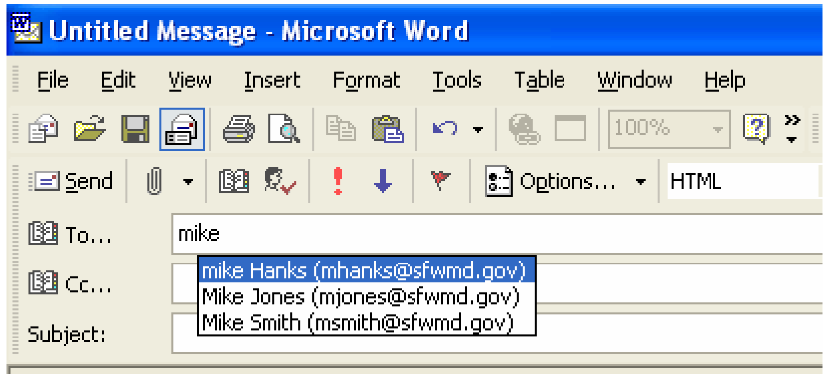
Inside this issue:

STARTING OUTLOOK

- You can double-click the **Outlook** icon on your desktop.
- You can click your **Start** button, click **Programs**, click **Microsoft Outlook.**
- You no longer need a password to access your email and calendar. All information is linked to your initial Windows password.

COMPLETE ADDRESSES AUTOMATICALLY

Microsoft Outlook 2002 remembers and stores the e-mail addresses you type in the From, To, Cc, and Bcc boxes. When you begin entering a previously typed e-mail address, Outlook automatically recognizes it and completes the text for you. To accept a suggestion, all you have to do is press the ENTER key.



OUTLOOK KEYBOARD SHORTCUTS

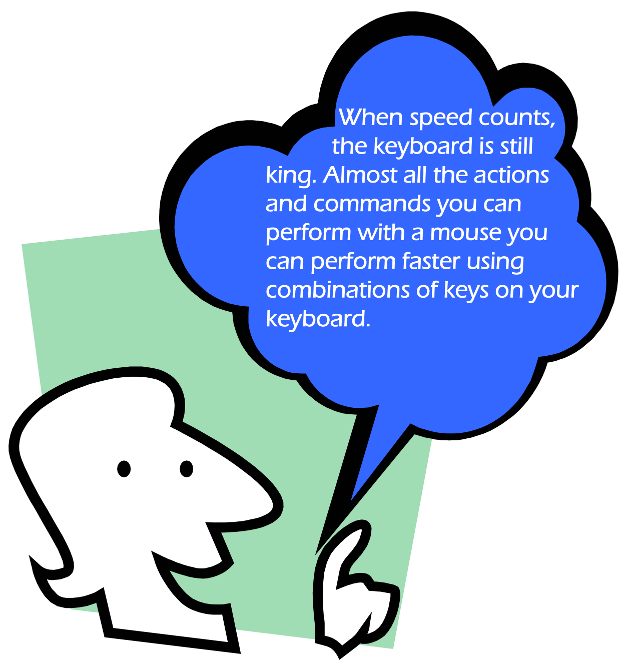
Once you discover keyboard shortcuts, you may find it tough to use your computer without them. Here are some important keyboard shortcuts that you can use in Outlook:

Email

- Press CTRL+D to Delete the current e-mail message.
- Press CTRL+R to Reply to the current e-mail message.
- Press CTRL+SHIFT + R to Reply All to the current e-mail message.
- Press CTRL+F to Forward the current e-mail message.
- Press ALT + S to Send the e-mail message.

Calendar

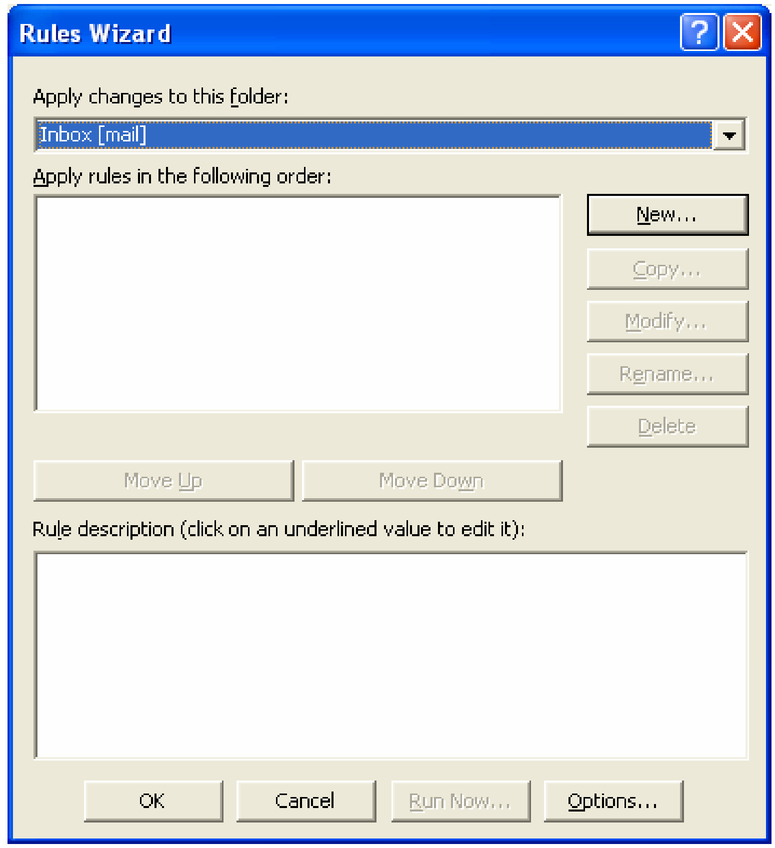
- Press ALT + C to Accept a meeting request.
- Press ALT + D to Decline a meeting request

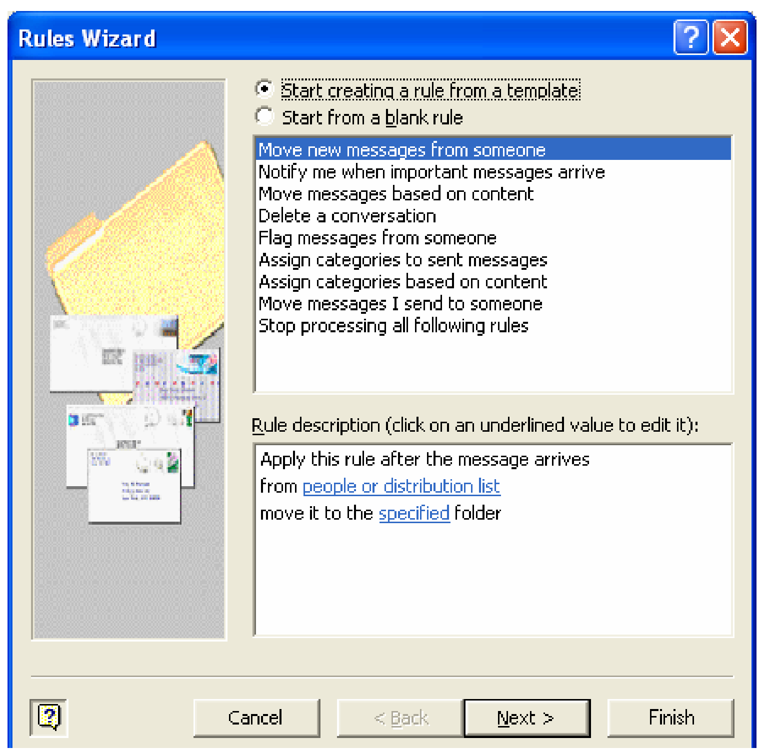


ORGANIZE EMAIL

You can create custom rules to organize emails based on subject or sender or filter out specific types of unwanted messages. To create custom rules:

- Click your **Inbox** .
- On the *Tools* menu, click **Rules Wizard**.
- In the Apply changes to this folder list, drop down and click the **folder** you want the new rule to apply to.
- Click **New**.
- Do one of the following:
    - Click **Start creating a rule from a template**. Use your own conditions and actions
    - Click **Start from a blank rule** (This option is not available when you create a rule for a public folder).
    - Click **Next**.
- Follow the instructions in the Rules Wizard.
- If you want to run a newly created rule on messages already in the Inbox, select the **Run this rule now on messages already in Inbox** check box on the last page of the Rules Wizard.
- To have this rule apply to all your accounts and Inboxes, select the **Create this rule on all accounts** check box on the last page of the Rules Wizard.





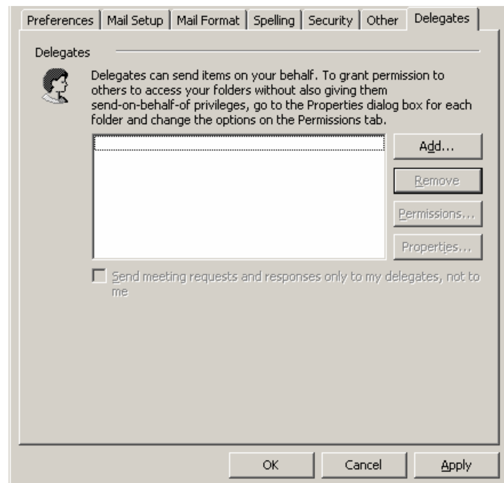
GROUP E-MAIL MESSAGES BY THREAD

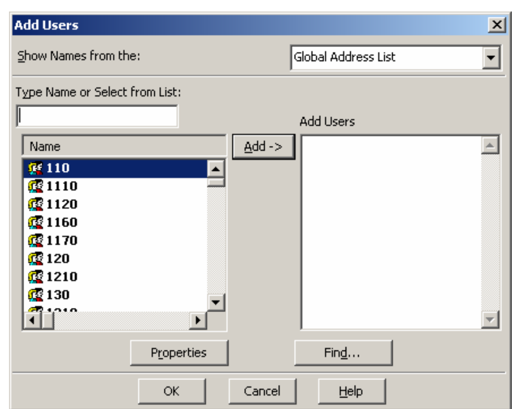
Grouping related e-mail messages together makes an e-mail conversation easier to follow.

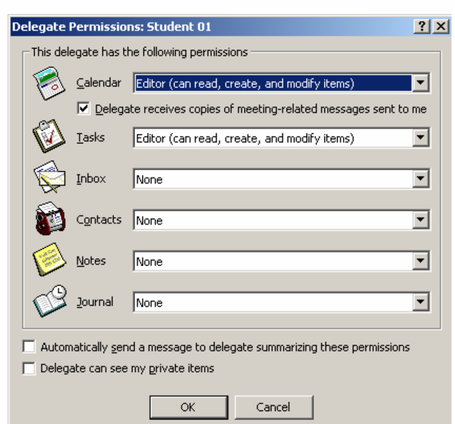
1. Right-click the column header bar on the **Subject** field. This is the bar above your e-mail messages, with the column headings From, Subject, and so on.
2. Click **Group By This Field** on the shortcut menu.

SHARING FOLDERS

- On the *Tools* menu, click **Options**, and then click the **Delegates** tab.
- Click **Add**.
- In the Type name or select from list box, enter the name of the delegate you want to set permissions for or scroll through the Name list to locate the user. To add multiple delegates simultaneously, hold down **CTRL** and click names in the Name list below. The permissions you select will apply to all of the delegates.
- Click **Add**, and then click **OK**.
- Drop down for each folder and click a type of permission you want the delegate to have access to.
    - With *Author* permission, as a delegate, you can read and create items, and modify and delete items you create.
    - With *Editor* permission, as a delegate, you can do everything an Author can do, plus modify and delete the items the manager created.
    - With *Reviewer* permission, as a delegate, you can read items.
    - If a delegate needs permission to deal with meeting requests and responses only, the manager can select the **Send meeting requests and responses only to my delegates, not to me** check box on the Delegates tab and does not need to grant permission to his/her Inbox. Meeting requests and responses will go directly to the delegate's Inbox. The delegate will, however, need editor permission to the manager's Calendar folder, because once they respond to the meeting on behalf of the manager, the meeting is automatically added to the manager's Calendar folder.
- Select any other options you want.
- Click **OK**.
- Click **OK** again.

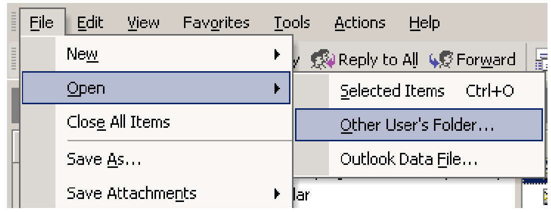


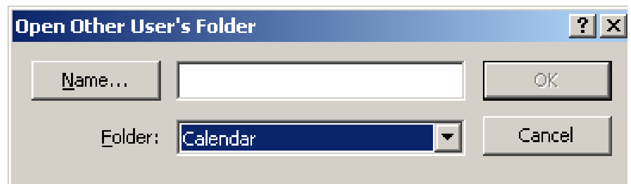




OPEN A SHARED FOLDER

- On the *File* menu, click **Open, Other User's Folder**.
- In the dialog box, you can type in the user or resource name or click the **Name** button and select the name from the list.
- Use the drop-down menu to select the folder you want to open (Inbox, Calendar, Contacts, etc.,)
- Click **OK.**





CALENDAR TERMS

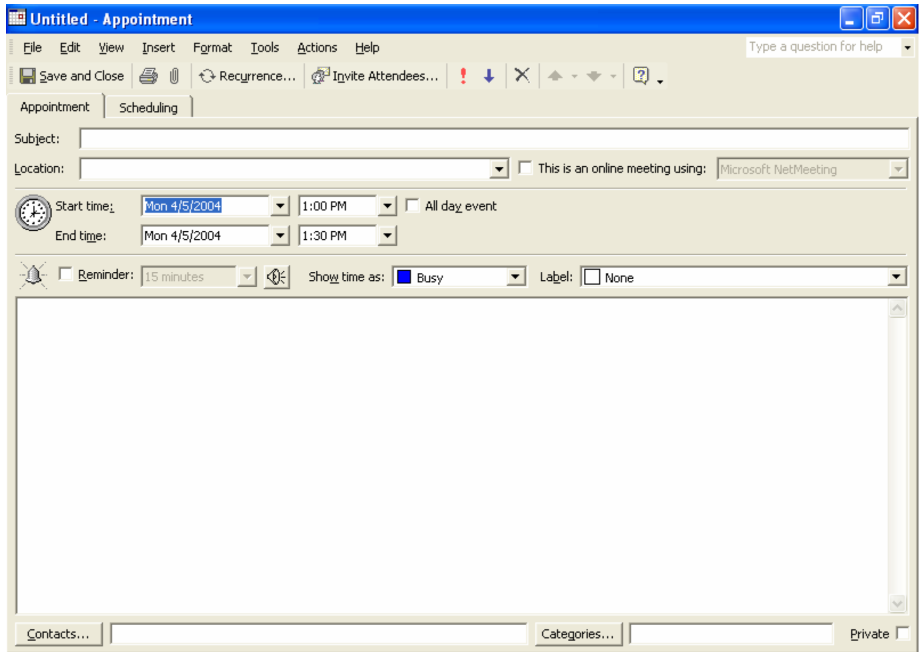
Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources. You can set reminders for your appointments.

Meetings are appointments you invite people to or reserve resources for. You can create and send meeting requests and reserve resources for face-to-face meetings. When you create a meeting, you identify the people to invite and the resources to reserve, and you pick a meeting time. Responses to your meeting request appear in your Inbox. You can also add people to an existing meeting or reschedule a meeting.

Events are activities that last 24 hours or longer. Examples of an event include a trade show, a vacation, or a seminar. Usually, an event occurs once and can last for one day or several days, but an annual event, such as a birthday or anniversary, occurs yearly on a specific date. Events do not always occupy blocks of time in your calendar; therefore, they appear in banners above all appointments and meetings for the day.

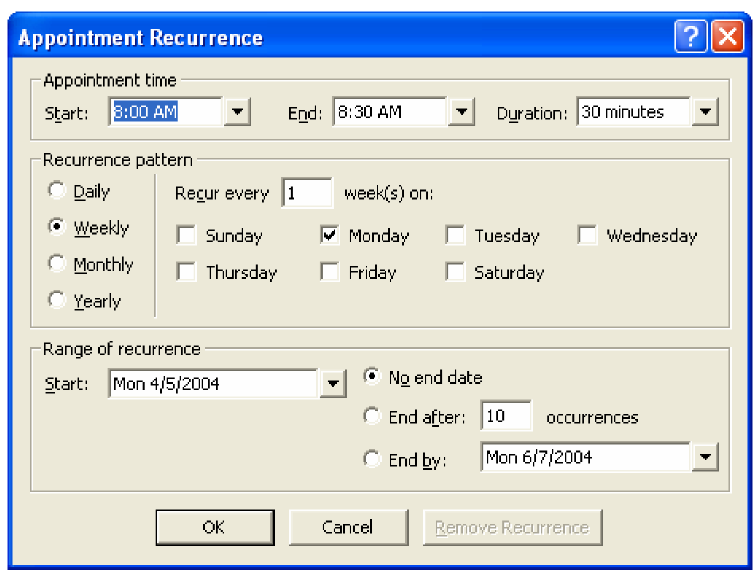
CREATING AN APPOINTMENT

- Click **Calendar**.
- On the *Actions* menu, click **New Appointment**.
- In the Subject box, type a description.
- In the Location box, enter the location.
- Enter start and end times.
- Select any other options you want.
- Click **Save and Close**.



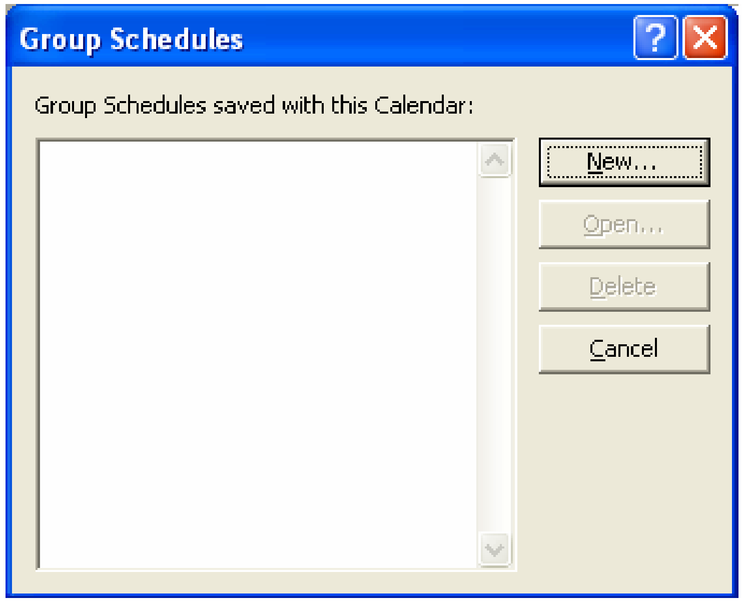
CREATING A RECURRING APPOINTMENT

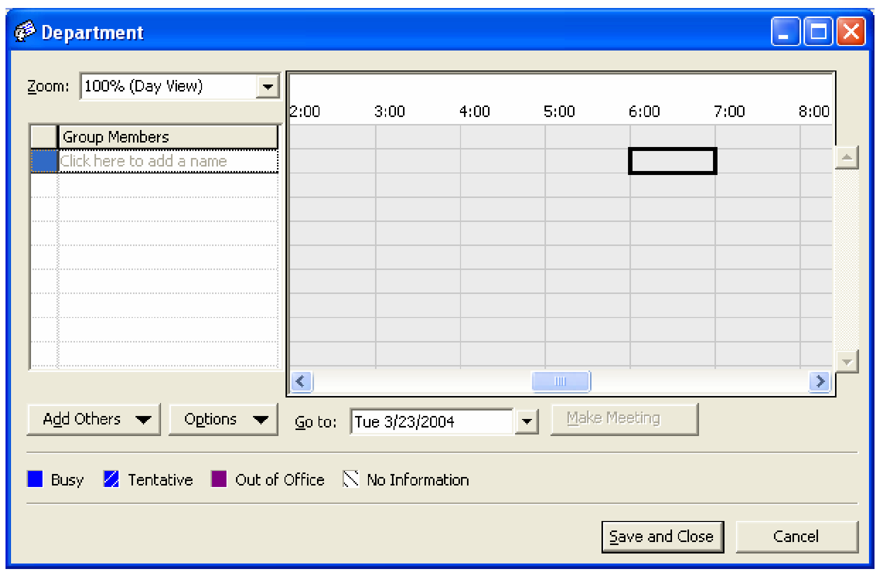
- To make an appointment (meeting or event) recur, click **Recurrence**.
- Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which the appointment recurs, and then select options for the frequency.
- Click **OK**.
- Click **Save and Close** when finished with the appointment (meeting or event) options.



GROUP SCHEDULES

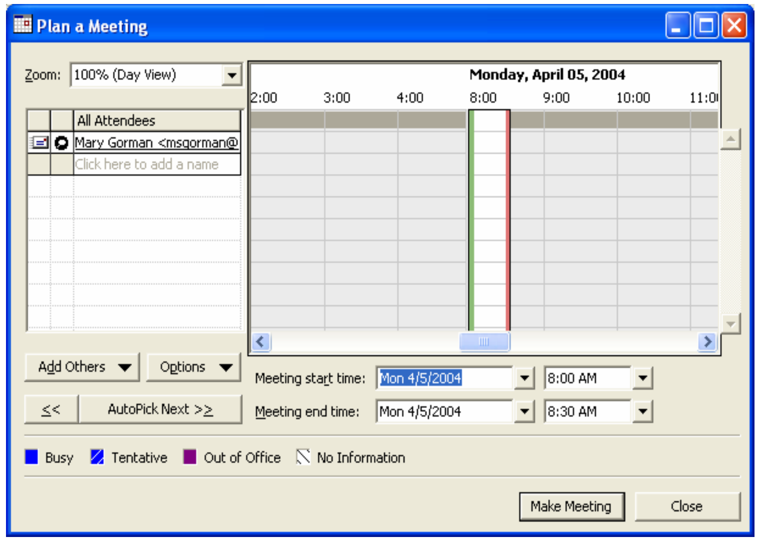
- Click on your **Calendar** folder.
- Click the *Actions* menu.
- Click **View Group Schedules.**
- To create a group schedule:
  - Click **New**.
  - Type a name for the new group schedule, and then click **OK**.
  - Click **Add Others**, and then click either **Add from Address Book** or **Add Public Folder**.
  - Select the names or the public folder, and then click **OK**.
- To view a group schedule:
  - Select the group schedule you want to view, and then click **Open**.
- Delete a group schedule
  - Select the group schedule you want to delete, and then click **Delete**.

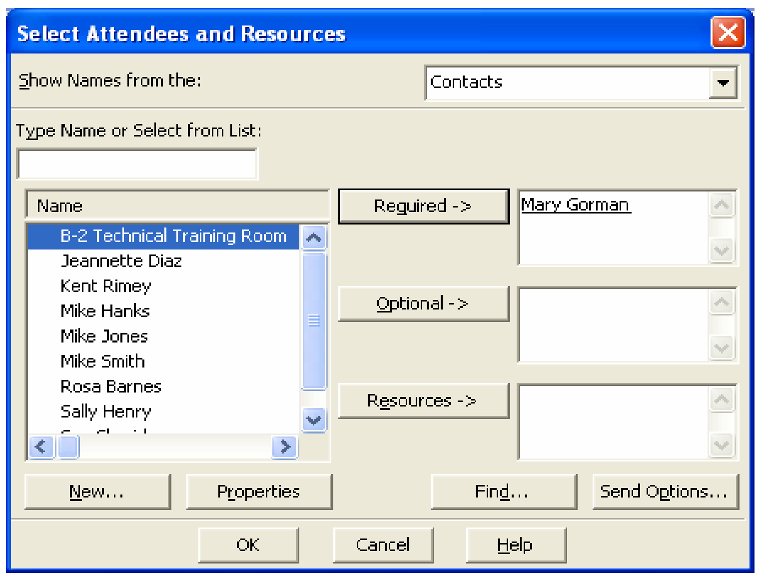


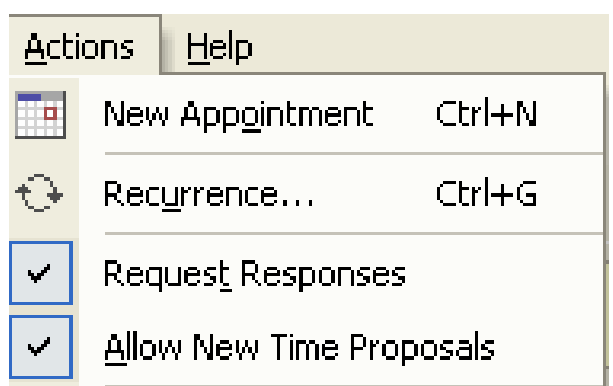


SCHEDULE A MEETING

- Click **Calendar**.
- On the *Actions* menu, click **Plan a Meeting**.
- Click **Add Others**, and then click **Add from Address Book**.
    - In the Type name or select from list box, enter the name of a person or resource you want at the meeting.
    - For each name entered, click **Required**, **Optional**, or **Resources**. (The Required and Optional attendees appear in the To box on the Appointment tab, and Resources appear in the Location box. To get details on a conference room, click it in the Resources list, and then click Properties.) Click **OK**.
- Click a **time** when all invitees are available. You can use **AutoPick Next** to find the next available free time for all invitees.
- Click **Make Meeting**.
- In the Subject box, type a description.
- If you did not schedule a resource, enter the location in the Location box.
- If you want to make the meeting recurring, click **Recurrence**, and then select the recurrence pattern. Click **OK**.
- Select any other options you want.
- To send agendas or meeting minutes, attach a file to your meeting request, by clicking the **paperclip** icon.
- You can prevent the recipients from sending you responses. In the meeting request, On the *Actions* menu, click **Request Responses** to clear the check box next to it. You can also prevent attendees from Proposing a New Time. On the Actions menu, clear the check box next to **Allow New Time Proposals**.



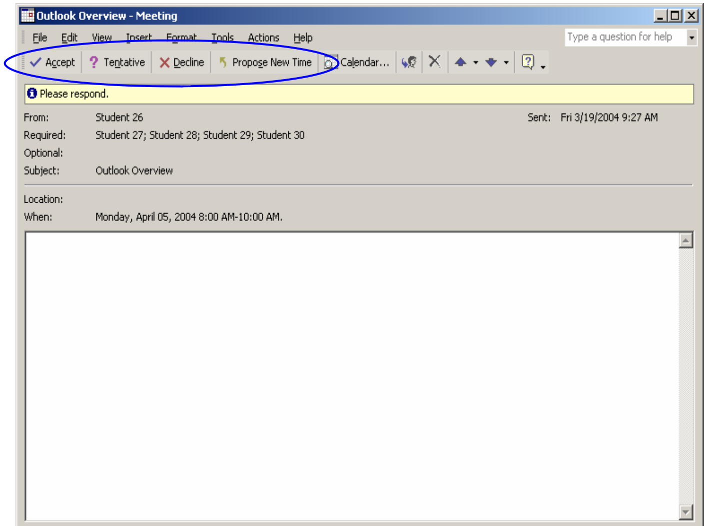




Remember, when scheduling a meeting you MUST also invite a Resource in order to properly book the time in a conference room. Simply typing the room name in the Location box will not block the time off on the resource calendar.

RESPOND TO A MEETING REQUEST

- A meeting request will appear in your inbox. In order to process the request properly, double click on it to open it.
- Across the top you will see four buttons, **Accept, Tentative, Decline,** and **Propose New Time**. Click the appropriate button the process the meeting request.
    - When you click **Accept** or **Tentative**, the meeting is moved to your calendar.
    - If you click **Decline**, the meeting request is deleted and not placed on your calendar.
    - If you click Propose New Time a new dialog box when open allowing you to select a new time for the meeting. Click **Propose Time** after selecting, add any message you would like to the proposal, and click **Send.**

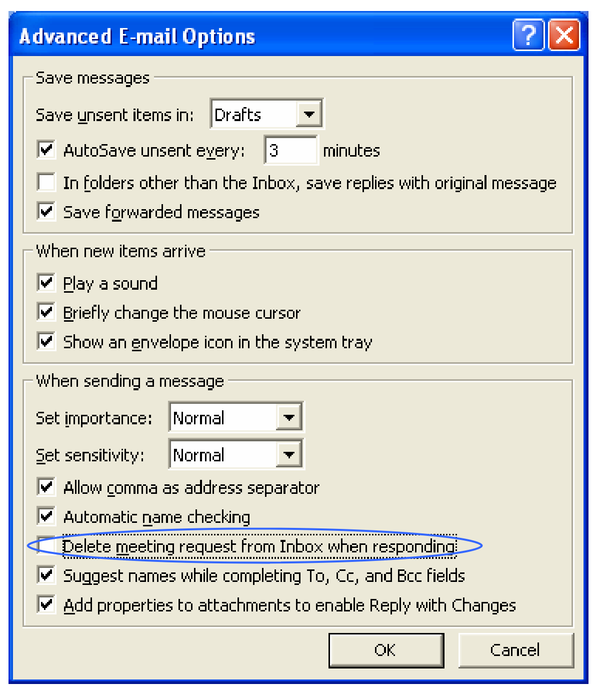


Remember you must Accept or be Tentative to a meeting before that meeting is placed on your Calendar. If you ignore the meeting request in your inbox or decline the meeting, it will not appear on your calendar.

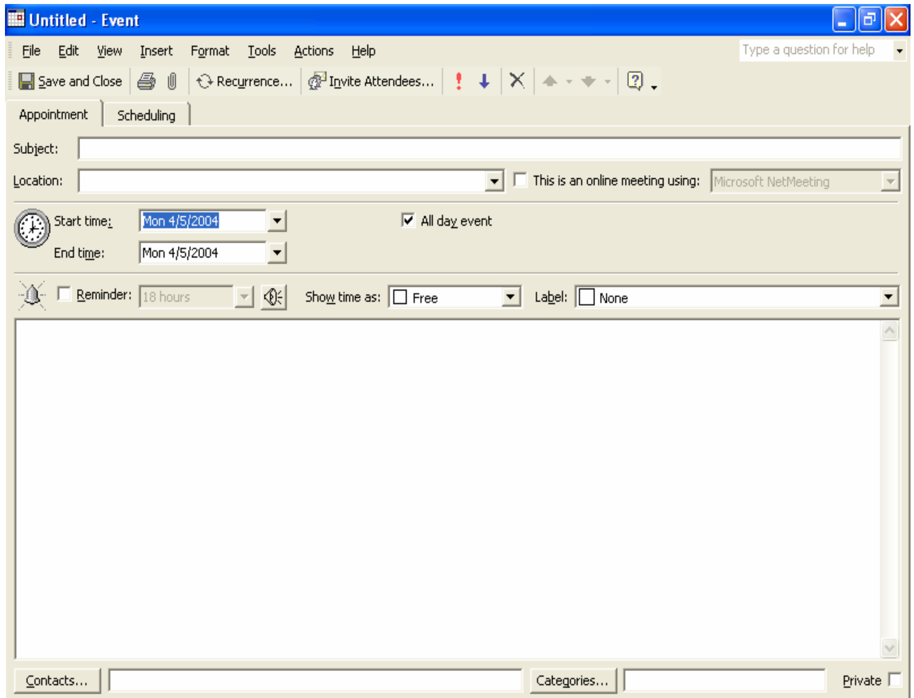
STOP AUTOMATIC PROCESSING OF MEETING REQUESTS

A meeting request will appear in your Inbox. By default, once you respond to the request it will automatically be moved to your Deleted Items folder. You can stop this from happening by completing the following steps:

- Click the *Tools* menu.
- Click Options.
- On the *Preferences* tab, click the Email Options button.
- In the Email Options dialog box, click the Advanced Email Options button.
- Uncheck Delete meeting requests from Inbox when responding.
- Click OK three times.

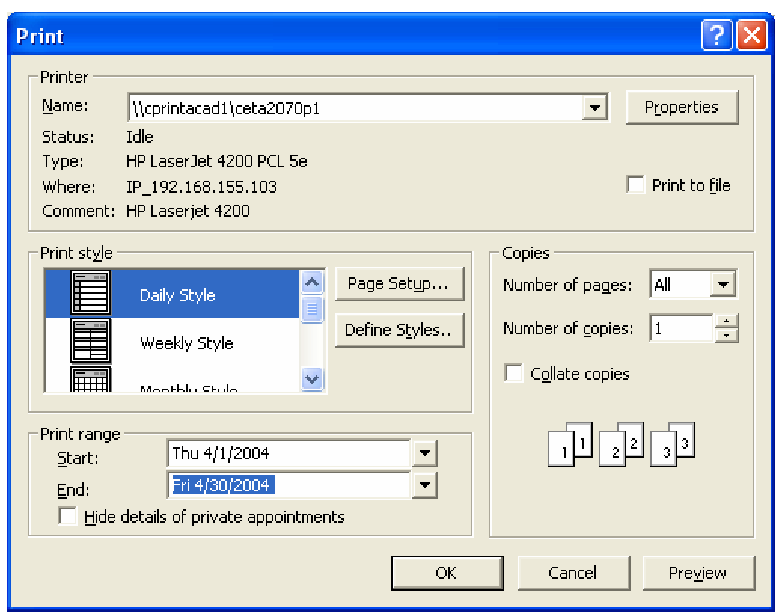


CREATE AN ALL DAY EVENT



- Click **Calendar** .
- On the *Actions* menu, click **New All Day Event**.
- In the Subject box, type a description.
- In the Location box, enter the location.
- Select any other options you want.
- To indicate to people viewing your calendar that you are out of office instead of free, in the Show time as list, click **Out of Office**.
- If the event lasts longer than one day, change the values in the Start time and End time boxes.
- To make the event recur, on the Actions menu, click **Recurrence**, select the options you want, and then click **OK**.
- Click **Save and Close**.

PRINTING YOUR CALENDAR

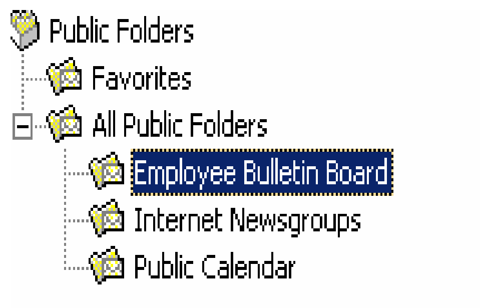


- On the *File* menu, click **Print** and then in the Print style box, click the **Print Style** you want.
- To print the details of appointments and meetings, in the Print Style box, click **Calendar Details Style**.
- In the Start list and the End list, enter the first day and the last day to print.
- To set other print options, such as the paper orientation or the fonts used, click **Page Setup**, and then select the options that you want.
- Note:
    - To print the details of private appointments, clear the **Hide Details of private appointments** check box.
- To print non-adjacent days, change to Week or Month view, select the days you want to print, and then on the *File* menu, click **Print**.

LOCATING THE EMPLOYEE BULLETIN BOARD

The employee bulletin board is located within the public folders:

- On your folder list, click **Public Folders.**
- Click **All Public Folders.**
- You will see the Employee Bulletin Board. Click on it to view posts.



OUTSIDE THE DISTRICT

- To access Outlook from outside of the district, you can use the web address **www.sfwmd.gov/exmail** anywhere you have an Internet connection.
- You will be prompted to login to your account using your username and password (the same as your Windows login).
- As you can see below, Outlook Web Access (OWA) is very similar to what you see at work. On the left you have your **Outlook Shortcut Bar** with links to your **Inbox, Calendar,** and **Contacts** folders.
- You have a shortcut toolbar across the top that contains similar buttons to create a new email, reply to an email, or create a new appointment.
- OWA does not have the full functionality of Outlook—but it is sufficient for tasks you would complete outside of work.